

ADMINISTRATIVE RULES PROCESS LIST

Request Form Received _____ Topic: _____ File No. _____
 Position Paper Approved _____ **FINAL NOTICE DATE** _____ (Date rule(s) must be adopted)
 180 days from the date of publication - See 2-4-305(7), MCA

FIRST NOTICE PROCESS

DRAFT:	<u>Action</u>	<u>Date</u>	<u>Initials</u>	FINAL:	<u>Action</u>	<u>Date</u>	<u>Initials</u>
	Support Staff Schedules Team Mtg.	_____	_____		Notice Prepared by Support Staff	_____	_____
	Team Conducts Rule Draft Mtg.	_____	_____		Final Approval by Team	_____	_____
	Notice Prepared by Support Staff	_____	_____		Sent to Director for Comments**	_____	_____
	Notice Reviewed by Team	_____	_____		Comments Reviewed by Team	_____	_____
	Notice to OLA	_____	_____		Final Notice Prepared by Sup. Staff	_____	_____
	Notice Sent to Governor's Office **	_____	_____		Signed by Director	_____	_____
	Notice Sent to Rep./Sen.	_____	_____		Signed by Rule Reviewer	_____	_____
	Notice Sent to Private Interest Groups	_____	_____		Filed Elect. with Sec. of State	_____	_____
					Sec. State Copy Moved to DOR	_____	_____
					Forwarded to WEB Team	_____	_____
					Mailed to Interested Parties	_____	_____
					Mailed to Rep./Sen.:	_____	_____
					Mailing List Added to File	_____	_____

**** Minimum of ten days prior to filing w/ Sec. State**

COMMENTS RECEIVED

<u>Action</u>	<u>Date</u>	<u>Initials</u>	<u>Action</u>	<u>Date</u>	<u>Initials</u>
Hearing (if applicable)	_____	_____	Public Comments Filed	_____	_____
Oral Testimony Received	_____	_____	Comments Forwarded to Team	_____	_____

SECOND NOTICE PROCESS

DRAFT:	<u>Action</u>	<u>Date</u>	<u>Initials</u>	FINAL:	<u>Action</u>	<u>Date</u>	<u>Initials</u>
	Team Develops Resp. & Amend.	_____	_____		Notice Prepared by Support Staff	_____	_____
	Notice Prepared by Support Staff	_____	_____		Final Approval by Team	_____	_____
	Notice Reviewed by Team	_____	_____		Sent to Director for Comments **	_____	_____
	Notice to OLA	_____	_____		Comments Reviewed by Team	_____	_____
	Notice Sent to Rep./Sen.	_____	_____		Final Notice Prepared by Sup. Staff	_____	_____
	Notice Sent to Private Interest Groups	_____	_____		Signed by Director	_____	_____
					Signed by Rule Reviewer	_____	_____
					Filed Elect. with Sec. of State	_____	_____
					Sec. State Copy Moved to DOR	_____	_____
					Forwarded to WEB Team	_____	_____
					Mailed to Interested Parties	_____	_____
					Mailed to Rep./Sen.:	_____	_____
					Mailing List Added to File	_____	_____

**** Minimum of ten days prior to filing w/ Sec. State**

REPLACEMENT PAGES

<u>Action</u>	<u>Date</u>	<u>Initials</u>	<u>Action</u>	<u>Date</u>	<u>Initials</u>
Prepared for ____ Qtr.	_____	_____	Changes Made by Support Staff	_____	_____
Reviewed by Rule Reviewer	_____	_____	Submitted to WEB Team for Intranet	_____	_____
Submitted to Sec. of State	_____	_____	ARM History Updated	_____	_____
Edits Received from Sec. of State	_____	_____	File Closed	_____	_____